**Finham Park Multi Academy Trust**

**JOB DESCRIPTION**

**Job Title: Governance Professional**

**Grade: G7**

**Hours: Part-time (0.6)**

**Contract Type: Permanent**

**JOB PURPOSE**

* Support the efficient and effective operation of the trust board and its committees
* Ensure governance at all levels is carrying out its functions
* Lead on development of the trust’s governance framework and driving improvements to its systems, processes and structures
* Manage and coordinate the delivery and ongoing improvement of governance support across the trust, including the support offered by our team of clerks

### SPECIFIC DUTIES

#### Effective organisation and administration of trust board meetings

* keeping the board focused on its core strategic priorities
* setting the cycle of trust board and committee meetings and preparing focused agendas
* ensuring all meetings are inclusive and well structured
* satisfying all aspects of meeting compliance as stipulated in the trust’s articles of association and the Academy Trust Handbook, the DfE Academy Trust Governance Guidance and in accordance with arrangements agreed by the board of trustees

#### Advice and guidance

As well as acting as the main point of contact for all queries relating to governance within the trust, the governance professional will proactively update those governing by providing advice and guidance on:

* the respective roles of members, trustees and academy committee members as required, including their duty to maintain the highest professional standards of conduct and ethics
* strategic leadership responsibilities
* best practice in academy trust governance, particularly in relation to committee structures and the scheme of delegation
* the application of policies, procedures and relevant legislation/guidance across the trust

#### Manage statutory information and governance documentation

The Governance professional will act as a gatekeeper for information and documentation that clearly details the trust’s governance arrangements and satisfies other statutory requirements, including (but not limited to):

* maintaining appropriate records of trust board and academy committee membership, along with any terms of reference
* maintaining a trust policy register and advising on the policy review and approval cycle
* ensuring copies of statutory policies and other statutory documents such as the scheme of delegation and register of interests are published as agreed (eg on the trust and/or school website) and in line with statutory requirements
* ensuring that governance-specific risks are included in the trust’s risk register
* supporting production of the annual report and governance statement published with the trust’s annual accounts
* managing the flow of information between the trust board and academy committees and members, maintaining an up-to-date record of academy committee business
* developing trust-specific documents such as a governance code of conduct and skills matrix
* maintaining the trust’s online governance portal or equivalent
* Coordinate completion of and maintain access to the Trust’s Register of Interests

#### Oversee governance membership and structure

In order to ensure the efficiency and effectiveness of the trust’s governance framework, governance professionals are responsible for:

* ensuring the trust board and its committees are properly constituted
* advising the trust board on succession planning
* support the trust board in developing effective and inclusive recruitment practices which promote diversity
* overseeing member, trustee and LGB governor recruitment as required, advising on election and appointment procedures
* developing a trust-wide induction process for those governing
* supporting the recruitment and implementation of local tier interim advisory committees where these are considered necessary
* assisting in the process of new schools joining the trust by supporting, where necessary, the due diligence process along with the academy conversion process

#### People and relationships

Develop and maintain productive working relationships whilst maintaining independence by:

* working collaboratively with other key trust functions including senior leadership so that governance supports and enables the operational delivery of strategic objectives
* working closely with the chair of trustees and committee chairs (including LGB chairs) to ensure strong links between the trust board, members and the local tier
* maintaining effective communications with relevant stakeholders such as the local authority

#### Evaluation and development

Contributing to rigorous and effective methods of self-review across the trust by:

* coordinating the design and review of training plans for trustees and LGB governors
* coordinating a programme of regular evaluation of the quality of governance, including skills audits
* coordinating annual completion of the school resource management self-assessment tool
* supporting the commissioning of external reviews of governance
* developing and implementing a training programme for those governing

#### Guidance for the LGB Clerking Team

This role is responsible for:

* Offer guidance, support quality assure the work of the Clerk to the Board and LGB clerks, delegating responsibilities as appropriate
* coordinating the training, development and appraisal of members of the governance support team
* managing any budget and resources allocated to the governance support function

#### Personal development

Continuing professional development should include:

* liaising with relevant professional organisations and networks
* undertaking regular training including the pursuit of professionally recognised qualifications
* keeping abreast of policy developments affecting academy trust governance
* participating in regular performance management, led by the chair of the board of trustees

#### Other duties

* act as clerk to the Members at their meetings
* source or provide clerking cover during times of absence
* support clerking for panels as required

**General duties:**

* Take part in the MAT’s appraisal system.
* Enhanced DBS Check.
* Strong commitment to furthering equalities in both service delivery and employment practice.
* You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

On appointment the post-holder should sign below to indicate acceptance of, and agreement with, this job description

Signed: …………………………………..

Date: …………………………………………………..

Print Name: ……………………………………….

**Finham Park Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment.**